

Report For Week Ending 5 December 1956  
from

FORMS MANAGEMENT BRANCH

General Information 25X1A9a

1. Official Dispatch Forms [REDACTED]

Bids were opened 30 November 1956. General Purchase Br/OL/PD forwarded Construction and material samples required with the low bid for testing and evaluation. Construction samples were received in such a disarranged condition as to preclude effective testing. Paper samples have been forwarded to RI/DDP and the Office of Communication for testing under actual operating conditions. Results of these tests with our recommendations will be forwarded to the Procurement Officer/OL when available.

2. Priority Tag - Form No. 160 [REDACTED]

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Arrangements have been made with Printing Services Division/OL to have the Priority Tag printed in larger and bolder black type on a bright red background. Although red paper was previously requested, the form had been printed on cherry colored paper because red was unavailable. This action implements an Employee Suggestion that it be printed with a bright contrasting color such as orange, to have it stand out from cables and routing and record sheets.

3. IAC - AHIP [REDACTED] attended the regular AHIP meeting 3 December 1956. Reported on WGDSI and WGIR activities for the past month. The Chief BR briefed AHIP on the capabilities of the Biographics Register and conducted the group on a tour of BR.

Conducted the second meeting of the Working Group on Document Security Indications. See attached minutes. A subsequent meeting was scheduled for 10 December 1956.

Completed Projects

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DD/P Area - Teletyped Information Report Forms Revised [REDACTED] 1K services forms have been revised and coordinated with DD/P, Cable Secretariat and Signal Center. The revised forms will provide for snap-out sets consisting of an offset master and several carbon record copies in lieu of a hectograph master/second copy set.

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Procurement of Information Report Forms Expedited [REDACTED] - Usage of Forms 1b and 1c, Combination offset master/carbon backed record copy sets has so increased, due to promotion of this method of ~~production~~ *production* plus increased activity in Africa, Near East, that the normal 18 month supply was recently exhausted less than 5 months after the last procurement. Due to the urgency of the situation, stock replenishment actions were hand carried and PD/OL solicited telephone bids. A contract has been let today for new stocks with delivery scheduled for 18 January 1957.

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DD/S Area - Reproduction Requisition Revised [REDACTED] - The Form 70 has been revised to provide for additional and gummed backed delivery tickets as well as a carbon interleaved construction.

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New Forms Result from O&M Staff Study in Office of Security [REDACTED]

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Eight new forms have been designed as result of an O&M Staff Study by Mr. [REDACTED]. One form was changed from a cut sheet to a three part carbon interleaved snapout set, expedite its routing.

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
New	-	4	2	2	8	19,290
Revision	-	-	-	15	15	209,500
Reprint	4	1	8	10	23	472,210
Total	4	5	10	27	46	701,000

Redesignated - 5

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	3	1	5	-	9
Revision	-	-	3	7	10
Reprint	-	-	1	-	1
Total	3	1	9	7	20

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